



Department of Buildings & General Services
Agency of Administration

July 25, 2008

Enclosed is the 2008 Human Services & Educational Facilities Grant Program application administered by the Department of Buildings & General Services. Please pass this information along to any organization or interested parties that may qualify for this program.

It is referenced in Act 200 of 2008 Section 41 (a)(3) that applicants applying for any of the following Building Community grants: Historic Preservation, Cultural Facilities, Recreational Facilities, Human Services & Educational Facilities, shall not apply to more than one of these grants in a calendar year for the same project.

It is the intent of the committee to award all grants on a competitive basis which ensures equitable selection. The committee gives priority consideration to applicants demonstrating strong community support through local fundraising campaigns.

Please feel free to contact our office at (802) 828-3519 if you have any questions. For your convenience the applications is available online at <http://bgs.vermont.gov/formsandpublications>

We look forward to working with everyone.

**2008
Human Services & Educational Facilities
Grant Program**

APPLICATION PROCESS

This grant program is open to municipalities and non-profit organizations that provide human services & educational services in either an individual community or recognized community service area. The maximum available grant is \$25,000. Requests in any amount up to twenty-five thousand dollars will be considered. It is the intent of this program to make as many awards as feasible with the money appropriated by the legislature. For each dollar requested, documentation must be provided to show that three dollars have been raised (on hand or pledged) from non-state sources. Projects that are in the conceptual stage should not apply at this point. Preference will be given to those projects that have a demonstrated longevity of support within a community.

This program is intended as a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

DEFINITIONS

Human Services Project: A facility-based project that provides or coordinates or organizes human services and health care within a community or community catchments area.

Educational Facilities Project: A facility based project that provides or coordinates, as part of their overall program offerings, educational programs and/or educational opportunities to youth or adult learners.

Municipality: A municipal organization chartered by the legislature.

Non-Profit: A group granted such status by the Internal Revenue Service.

Non-State Match: Financial support raised by the municipality or non-profit that comes from either private or public sources providing that no portion of the money claimed as match comes from:

- A directed state appropriation
- State grant dollars
- Federal funds funneled through a state agency

Project: Capital costs associated with major maintenance, renovations or development of facilities for the delivery of Human Services and Health Care and for the development of educational opportunities in Vermont communities.

Eligibility Criteria

Requests for funding will be evaluated on the seven (7) following criteria. The Human Services & Educational Facilities Grant Advisory Committee will make award decisions within four (4) working weeks of the application deadline. The decision of the Committee is final and is not subject to appeal.

1. Creativity and/or necessity of the proposed project.
2. Development of facilities or opportunities for Human Services or Educational programs.
3. Project is ready to construct or has begun construction. Concepts or ideas will not be funded. Grants will not be awarded as "seed" money.
4. Demonstrate or document the critical nature of this grant funding towards the project's success.
5. Documentation of 3:1 financial match. In-kind contributions of labor and/or materials or other types of **in-kind match are not allowed as part of the financial match.**
6. Demonstrate strong community support through local fundraising campaigns.
7. Projects funded by any of the grants established in Act 200 of 2008 in the same calendar year will not be funded.

Application Deadline: September 12, 2008

HUMAN SERVICES & EDUCATIONAL FACILITIES GRANT PROGRAM

APPLICATION COVER SHEET & ATTACHMENT CHECKLIST

Application Deadline: September 12, 2008

1. Name and address of the Sponsoring Organization or Municipality: _____

2. Name of the Contact Person: _____
3. Phone Number: _____
4. Indicate your federal ID number: (if applicable)_____
5. Amount Requested: _____
6. Purpose (brief description): _____

ATTACHMENTS CHECKLIST		✓	Office Use Only
A.	Provide a list of your Board of Directors and their terms of office on a separate sheet of paper.		
B.	If a non-profit, attach a copy of your IRS Determination or that of your Fiscal Agent (does not apply to municipalities).		
C.	On no more than 3 pages please describe:		
	a) the history of the project;		
	b) what are the supported services for the intended project;		
	c) Documentation of a community or communities and individuals to be served.		
	d) proposed timetable for construction and project start up;		
	e) specify how this money will be used to enhance the program		
	f) effect on the project if the award is not granted; whether or not an award in an amount less than requested would be acceptable and, if so, what is the lowest amount that you feel would be helpful.		
D.	Attach letters of support that represent the community support. In addition, any evidence of a successful bond vote or a specific line item approved within a budget would be useful in gauging support.		
E.	Complete simplified budget form enclosed and attach supporting documentation that you have already raised three dollars from non-state funds for every state dollar that you are requesting. In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.		
F.	Please Include first 2 pages of the organizations form 990 (if applicable)		

Return 8 Copies (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:

Department of Buildings & General Services
2 Governor Aiken Avenue, Montpelier, VT 05633-5801
Attn: Diane Nealy

STATE OF VERMONT
Human Services & Educational Facilities Grant Program
Project Budget Sheet
DO NOT INCLUDE IN-KIND FUNDS

Name of Organization or Municipality: _____

Dollars

A. Total Capital Expenditure of project for which you are seeking funds:

B. Human Services & Educational Facilities Competitive Grant Program Request:

C. Funding Sources for this project:

1. Funding Sources: (please specify)

<u>Project Funding</u>	<u>Source</u>	<u>Committed?</u> <u>(Y/N)</u>
a. Donations		_____
b. Fundraising		_____
b. Fees		_____
c. Other		_____
d. Grants (specify)		_____
TOTAL		_____

The program is authorized to award matching grants up to \$25,000 per project, provided that grant funds shall be awarded only when evidence is presented by a successful applicant that at least three dollars have been raised from non-state sources for every dollar awarded under this program.

CERTIFICATION

We have _____ have not _____ applied for any other Building Community Grant this calendar year for this project. If yes, please specify _____

We have _____ have not _____ received any other Building Community Grants in a previous year.

If you have, what year: _____

What grant: _____; Amount: _____

I certify that the above statements are true and accurate to the best of my knowledge.

Printed Name:

Signature:

Date: